

Job posting preview

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Bulletin Number	50297BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Mental Health
Position Title	DEPUTY PUBLIC CONSERVATOR/ADMINISTRATOR I
Additional Title	ONLINE FILING ONLY.
Exam Number	21480D
Filing Type	Standard
Filing Start Date	09-Mar-2015
Filing End Date	11-Mar-2015
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	3634.09
Salary Maximum	4761.09
Position/Program Information	<p>NOTE: ONLY THE FIRST 200 APPLICATIONS WILL BE PROCESSED. APPLICATIONS RECEIVED BEYOND 200 WILL NOT BE ACCEPTED.</p> <p>ONLINE FILING WILL BEGIN AT 7:00 AM PST ON MONDAY, MARCH 9, 2015, AND WILL CLOSE AT 5:00 PM PST ON WEDNESDAY, MARCH 11, 2015, -OR- WHEN THE FIRST 200 APPLICATIONS HAVE BEEN RECEIVED, WHICH EVER COMES FIRST.</p> <p>Under supervision, this position learns to perform and performs the more routine investigations and administration of conservatorships, guardianships, or the estates of decedents, conservatees and wards, that are referred to and fall within the jurisdiction of the Public Guardian.</p>
Essential Job Functions	<p>Receives instructions in the laws, court decisions, and departmental policies and procedures governing conservatorship and guardianship proceedings and the management of estates of living persons as delineated in the Welfare and Institutions and Probate Codes and procedures of the court.</p> <p>Conducts investigations of the background (e.g. social, medical, psychiatric, criminal, and financial) of persons referred for conservatorship and guardianship.</p> <p>Develops and monitors the implementation of case plans.</p> <p>Identifies, evaluates, monitors, and attends to the delivery and quality of care provided to conservatees.</p> <p>Searches, locates, and arranges for the management/safekeeping or sale of real and personal property, records and financial accounts and holdings.</p> <p>Determines need for conservatorship, prepares court reports, and assists County Counsel attorneys in the preparation of petitions for conservatorship and guardianship.</p> <p>Responds to court inquiries and testifies in court when necessary or represents conservatees in Criminal, Federal, Civil, Juvenile, Dependency, Traffic and Small Claims Courts.</p> <p>Confers with Federal, State, County, and other governmental and private agencies and exchanges information as required.</p>

	Enters and retrieves information, and creates various documents via computer in connection with related duties.
Requirements	<p>SELECTION REQUIREMENTS: Bachelor's degree* from an accredited** college or university with specialization in the social sciences, behavioral sciences, business administration, or accounting.</p> <p>CITIZENSHIP: At the time of appointment, applicant must be a citizen of the United States of America or a Permanent Resident Alien who is eligible for and has applied for citizenship.</p>
Physical Class	Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	*Degree(s) must indicate the specialized field in order to be evaluated. Candidates whose educational degree(s) do not show the specialty must provide a written statement from their university/college's Registrar Office indicating the education specialty on the university/college's letterhead. A legible copy of diploma, Official transcript, or written statement from the Registrar's Office must be submitted at time of filing or within 15 calendar days from the last day of filing.
Accreditation Information	**Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services NACES</u> or the <u>Association of International Credential Evaluators, Inc. (AICE)</u> .
Examination Content	This examination will consist of a written test weighted 100%. The written test will cover written expression, data interpretation and analysis (including basic mathematics), and reading comprehension.

Candidates must achieve a passing score of 70% or higher in order to pass and be placed on the eligible list.

Qualified candidates will be notified by email of their participation in the above examination. Candidates are required to provide their valid and active email address and are responsible to ensure that the email address is monitored regularly.

Candidates will be notified of their test results by U.S. mail. Scores cannot be given over the telephone or by email.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:

An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at: <http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Special Information	Appointees may be required to work any shift, including evenings, nights, weekends, and holidays.
	Past and present mental health clients and their family members are encouraged to apply.
Vacancy Information	The resulting eligible list for this examination will be used to fill vacancies in the Department of Mental Health, Office of Public Guardian.
Eligibility Information	The names of candidates receiving a passing grade on this examination will be placed on the Eligible List in the order of their score group for a period of twelve (12) months following their date of promulgation.
Available Shift	Any
County of Los Angeles Information	View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

COUNTY OF LOS ANGELES BULLETIN INFORMATION

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Application and Filing Information

ONLINE FILING ONLY

Applicants are required to complete and submit an online Los Angeles County Employment Application in order to be considered for this examination. Paper applications, resumes, and/or any unsolicited documents will not be accepted in lieu of completing the online application.

INSTRUCTIONS FOR FILING ONLINE:

To apply online, CLICK on the tab above or below this bulletin that reads, **Apply to Job**.

Clear and legible copies of the required documents, such as diploma, Official Transcripts, license, certificates, etc., **MUST BE** uploaded as attachments during application submission -OR- sent by email to Exams@dmh.lacounty.gov **Subject field: DPCAI Exam** within 15 calendar days from the last day of filing. **Applicants who fail to submit the required document/s within the allowed time will be rejected for incomplete application.**

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. To receive credit, your online application must provide complete information. Home/mailling address and other contact information such as telephone number and valid email address must be provided. License and/or Certification information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not

the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. LIST separately each job experience to be evaluated. **Applications with missing information required for evaluation will be rejected as incomplete.**

Applications may be rejected at any stage during the selection process.

All information supplied by applicants is subject to verification.

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